ADMINISTRATIVE - INTERNAL USE ONLY

OTE 85-1500

14 Mil.

MEMORANDUM FOR:	Deputy Director for Admi	inistration	
FROM:	Director of Training and	d Education	STAT
SUBJECT:	Excellence Suggestions f	From the DDS&T	
REFERENCE:	Memo to Multiple Address dtd 24 Dec 84, Same Subj		
ideas on excelle several actions regulations and 2. Steps with approval of 84-1101) dated 2 necessary required components had counnecessary sign. Training were for Policy for Sponson	nce. The Office of Trainduring the past year in the policies with an eye toward ere taken to simplify admexternal training. Per off March 1984, Training Officements for the approval complicated the procedure atures and approvals before warded to OTE.	ministrative procedures for our update on excellence (OTE efficers were reminded of the of external training. Many by requiring additional ore the Requests for External "Agency	STAT
training (series and appropriaten	w of the Headquarters Reg 18) was also conducted t ess of the regulations. policies concerning train	to ascertain the necessity The review of the	
process.			STAT
OTE/PG,	(14Jan85)		STAT
Distribution: Orig Addresse 1 - D/OTE 1 - Plans Cl 1 - OTE Reg: 1 - Exceller	hrono		